



# **WEST VIRGINIA SECRETARY OF STATE'S OFFICE**

## **ELECTIONS DIVISION**

### **Best Practices Guide to Early Voting & Absentee Procedures**

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**www.WVvotes.com**



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## **Definitions**

<b>“absentee clerk”</b>	The term used in this guide to describe the county clerk or staff member who is conducting absentee and early voting procedures. For municipal elections, the recorder is the absentee clerk unless otherwise provided by charter or ordinance.
<b>“absentee voting by mail”</b>	The process of voting prior to the election by using a ballot mailed to the voter after an application stating the reason for voting by mail has been received by the clerk.
<b>“absentee voting by fax”</b>	The process of voting prior to the election by using a ballot faxed to a military or overseas voter through the Federal Voting Assistance Program after an application stating the reason for voting by fax is completed and received by the clerk.
<b>“absentee voting by email”</b>	The process of voting prior to the election by using a ballot emailed to a military or overseas voter through the Federal Voting Assistance Program after an application state the reason for voting by email is completed and received by the clerk.
<b>“early voting”</b>	The time period during which a voter may cast a ballot at the courthouse <i>without</i> giving a reason.
<b>“emergency absentee ballot commissioners”</b>	Team of two persons of different political party affiliations who take an absentee ballot to a voter who is in a hospital or medical facility on election day.
<b>“emergency absentee voting”</b>	The process of voting while in a hospital or medical facility on election day.
<b>“emergency absentee voting policy”</b>	A policy which extends emergency absentee voting to nursing homes within the county and/or to hospital and medical facilities within 35 miles of the county seat or an adjacent county. This policy must be ordered by the county commission no later than 90 days prior to the election in which it is to be effective.
<b>“precinct envelope”</b>	The term used in this guide to describe the “Precinct ____” envelope used for paper ballots. The ballot is placed in this envelope after the voter has voted in order to maintain secrecy of the ballot. Also referred to as “#1 Envelope.”
<b>“provisional ballot” (also called “challenged ballot”)</b>	The term for a ballot used by a voter whose eligibility is in question.
<b>“reps”</b>	The term used in this guide to describe the representatives who will be performing the absentee and early voting duties in the absentee clerk’s office. Two representatives of the absentee clerk’s office must sign absentee and early voted ballots – except for provisional ballots. These two persons must be of different political party affiliations. The reps may be employees of the clerk’s office, temporary employees or volunteers. These representatives must sign an oath comparable to the poll worker oath prior to performing the absentee and early voting duties. These persons should meet the eligibility requirements of a poll worker.

## Timeline

### **E=Election Day**

#### January 1<sup>st</sup>

First day to receive applications for absentee ballots by mail from military and overseas voters. This application is valid for 2 years from submission.

#### E – 90 days

Deadline to extend emergency absentee voting policy. A copy must be filed with the Secretary of State's Office.

#### E – 84 days

First day to receive applications for absentee ballots by mail from voters other than military and overseas voters.

#### E – 42 days through 6 days

Absentee ballots are mailed beginning **42 days before the election until 6 days before the election**. Absentee ballots must be mailed/faxed within 24 hours of receiving the application beginning on the 42<sup>nd</sup> day. If the application is received on the 6<sup>th</sup> day before the election, the ballot may be mailed on the 5<sup>th</sup> day before the election.

#### E – 42 days through close of polls

Absentee ballots by facsimile/email must be sent and returned by **the close of polls on Election Day**. The application for absentee ballot must include an applicable fax number and the privacy waiver form must be returned to the clerk with the voted ballot.

#### E – 20 days through 3 days

Early voting in person is conducted. Voters may vote at the courthouse **20 days before the election until 3 days before the election** without completing an application stating a reason for voting early.

For elections held on Tuesdays, early voting must be conducted on the **two Saturdays prior to the election from 9 am to 5 pm**.

**Note:** If election is held on a day other than a Tuesday, early voting on Saturdays is not required.

#### E – 7 through noon, Election Day

An emergency absentee voter request is received from a voter who is in a medical facility. The request for an emergency absentee ballot may be made by a family member on behalf of a voter; however, a family member may NOT vote by emergency absentee.

#### E – 1 day

Last day to accept hand delivered absentee ballots by mail. No more than 2 absentee ballots by mail can be hand delivered by any one person.

## **Change of Address Procedural Questions**

### **Change of Address is Requested on Absentee by Mail/Fax Application**

The county clerk's office processes change of address and assigns new precinct. The absentee clerk issues the ballot for the new address.

### **Change of Address is Indicated on Absentee Ballot Envelope when Absentee Ballot is Returned**

If address would place voter in another precinct, the ballot must be challenged. The voter must be contacted and informed that the ballot is provisional. A new ballot for the proper precinct may be issued. The address must officially be changed to the new address. The "new ballot" must be provisional as well. When the canvassing board reviews the ballots, the ballot with the new address is the only one that should be counted. The one with the old address is not to be counted --- and must remain sealed.

### **Change of Address is Requested when Voter is Utilizing Early Voting**

Change of address should be processed prior to issuing ballot, especially if new precinct is assigned. The ballot serving the proper precinct should be issued.

## **Absentee Voting by Fax/Email**

During the 2007 and 2008 Legislative Sessions, legislation was passed that allowed for all Military and Overseas Voters to have the ability to vote by absentee ballot through the Federal Voting Assistance Program's secure fax line or secure server system. In order to do so, the West Virginia Secretary of State's Office entered into an agreement with the Department of Defense Office of Federal Voting Assistance to provide access to both systems. Utilizing these procedures allow for additional methods for the military and overseas voters to cast a ballot in any election.

During the entire period of early voting, the Department of Defense will forward to each of the participating county clerks their absentee ballots received through the fax system between the hours of 10 a.m. to 4 p.m. Eastern Time. The ballots that are forwarded through the server system will be available at anytime during the day for processing. The ballots can be faxed/emailed until the close of polls on Election Day. This will allow the early voting or absentee clerks to receive the ballots, record, and process the ballots in accordance with this new state requirement.

Upon receipt of the ballot and the accompanying waiver of voter privacy, the early voting clerks will enter upon the record of the election that a ballot has been received from the voter. The ballot will then be placed in the designated absentee envelope, sealed and signed. The ballot will then be processed in accordance with the attached instructions.

In order for the service to commence, the applicant must complete a Military and Overseas Absentee Ballot by Fax Application. Upon submission of the application, the county clerk shall record when the ballot was faxed/emailed and if the fax/email was submitted without error. If the ballot is larger than an average fax/email transmission would allow, the Secretary of State has deemed it sufficient to transmit a substitute ballot of sufficient means.

A "Sufficient Substitute Ballot" is defined as:

- A ballot that is not less than 80% of the original size;
- A federal write-in ballot that is faxed with a certified candidate list; or
- A ballot that is less than 80% of the original size that is faxed with a certified copy of the iVotronic screen shots as utilized as sample ballots per West Virginia Code §3-4a-15.

*The Federal Voting Assistance Program does allow for each county to forward an image of each ballot style for absentee faxing/emailing. The image will be kept on file to be utilized when the county clerk requests the Federal Voting Assistance Program to forward a particular ballot image to a specific voter.*

Each fax/email is to include specific instructions on how to cast the ballot on the image. An image can be accessed from the ballot printer or programmer before absentee balloting begins. The voter shall then cast his/her vote on the image as received and this shall be deemed the official vote and ballot of record as required under West Virginia law. The ballot must be returned by the original method of submission or by mail. If the ballot is returned by means other than that of the Federal Voting Assistance Program fax/email system, or by mail, the ballot must be deemed provisional and sent to the canvassing board.

## **Paper Ballots - Issuing Ballots**

### **Early Voting in Person**

1. Check to see if voter is on voter registration records.
2. If voter is not registered, do not proceed with these instructions. Provisional ballot procedures are followed.
3. Voter signs poll slip.
4. If voter is registered, two reps sign ballot.
5. Reps write # from ballot stub on poll ticket stub. (Reps document type of ballot during Primary elections on poll ticket stub as well.)
6. Reps write # of precinct on precinct envelope.
7. Reps give ballot, poll ticket stub and precinct envelope to voter.
8. Voter goes to voting booth to mark ballot.
9. Voter folds and places ballot in precinct envelope so that stub can be removed by reps (without seeing how ballot was marked).
10. Voter returns ballot in precinct envelope with the ballot stub exposed and poll ticket stub to reps.
11. Reps remove ballot stub.
12. Envelope with precinct # is sealed.
13. Reps place envelope containing ballot into ballot box for early voted ballots. This box is secured by two locks (one key kept by president of commission and other kept by county clerk).
14. Reps string poll ticket stub with ballot stub. Precincts should be kept separate so that a precinct total is easily obtained.
15. End of day --- state law requires accountability for all ballots. One usable method to account for ballot would be to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
16. Maintain list of early voters (name, address, date, ID – if applicable).
17. Ballots will be processed at the polling place on Election Night (see Processing the Ballot instructions for Paper Ballots).

## Paper Ballots - Issuing Ballots

### Early Voting in Person – Provisional Ballots

1. Check to see if voter is on voter registration records.
2. If voter is not registered, issue a provisional ballot to the voter.
3. Voter signs poll slip and poll clerk marks “provisional ballot” box.
4. Reps write # from ballot stub on poll ticket stub.
5. Reps give ballot and marked precinct envelope to voter – **DO NOT SIGN BALLOT!**
6. Voter goes to voting booth to mark ballot and places provisional ballot into precinct envelope.
7. Voter returns precinct envelope containing ballot to reps.
8. Reps place precinct envelope containing ballot into provisional ballot envelope indicating precinct # - **DO NOT REMOVE BALLOT STUB!**
9. Reps complete information on provisional ballot envelope and seal envelope.
10. Voter completes provisional information and signs envelope.
11. Voter is given provisional ballot tracking slip.
12. Provisional envelope containing ballot is maintained in secure location.
13. Provisional envelope containing ballot remains sealed until canvass.
14. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
15. Maintain list of early voters (name, address, date, ID – if applicable, provisional information)
16. **PROVISIONAL BALLOTS ARE NOT SENT TO THE POLLS FOR PROCESSING.** These ballots must go to the canvassing board.



## Paper Ballots - Issuing Ballots

### Absentee Voting by Mail

1. Voter completes application.
2. Application sent to absentee clerk (by mail, by fax or hand-delivered).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility.
5. If voter is not registered or applicant is not eligible for absentee ballot by mail or fax, provisional ballot instructions are followed.
6. If voter is registered and applicant is eligible for absentee ballot, two reps sign ballot.
7. Write the # from the ballot stub on the application -- the application will serve as the poll slip. (The ballot type must also be documented during Primary Elections.)
8. Write precinct number on the precinct Envelope #1 (precinct envelope).
9. Ballot is mailed to voter, along with precinct Envelope #1 (precinct envelope), Envelope #2 (postage paid envelope), notice of official write-in candidate list and instructions.
10. Voter casts ballot – **VOTER DOES NOT REMOVE THE BALLOT STUB!**
11. After voting, the voter places ballot in Envelope #1 (precinct envelope) and seals envelope.
12. Then voter places Envelope #1 (precinct envelope) into Envelope #2 (postage paid envelope) and seals envelope.
13. Voter completes information on Envelope #2 (postage paid envelope).
14. Ballot is returned to absentee clerk.
15. Reps indicate receipt of ballot on permanent record and on Envelope #2 (postage paid envelope).
16. Reps open Envelope #2 (postage paid envelope) and place Envelope #1 (precinct envelope) into ballot box for absentee ballots by mail. The box is secured by two locks (one key kept by president of commission and other kept by county clerk).
17. Envelope #2 (postage paid envelope) must be maintained with other election materials.
18. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
19. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason)
20. Ballots will be processed at the polling place (see Processing the Ballot instructions for Paper Ballots) or entered on the designated iVotronic machine at the central count location (see Processing the Ballot instructions for Paper Ballots – DRE Counties).

## Paper Ballots - Issuing Ballots

### Absentee Voting by Mail – Provisional Ballots

1. Voter completes application.
2. Application sent to absentee clerk (by mail, by fax or hand-delivered).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility.
5. If voter is not registered or applicant is not eligible for absentee ballot, these provisional ballot procedures are followed.
6. Unsigned ballot is mailed to voter, along with Envelope #1(precinct envelope), Envelope #2 (postage paid envelope), provisional ballot tracking slip, notice of official write-in candidate list and instructions – remember, **DO NOT SIGN BALLOT!**
7. Reps complete reason for voting provisional ballot as indicated on Envelope #2 (postage paid envelope).
8. Voter casts ballot.
9. After voting, the voter places ballot in Envelope #1 (precinct envelope) and seals envelope.
10. Voter places Envelope #1 (precinct envelope) into Envelope #2 (postage paid envelope) and seals envelope.
11. Voter completes provisional information on Envelope #2 (postage paid envelope).
12. Ballot is returned to absentee clerk.
13. Reps indicate receipt of ballot on permanent record and Envelope #2 (postage paid envelope).
14. Envelope #2 (postage paid envelope) remains sealed until canvass.
15. Envelope #2 (postage paid envelope) must be maintained with other election materials.
16. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
17. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, and provisional information).
18. **PROVISIONAL BALLOTS ARE NOT SENT TO THE POLLS FOR PROCESSING.** These ballots must go to the Canvassing Board.

## Paper Ballots - Issuing Ballots

### Absentee Voting by Fax

1. Voter completes absentee by fax application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be faxed, the voter must be a member of the military or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot by mail or fax, provisional ballot instructions are followed.
6. If voter is registered and applicant is eligible for absentee ballot by fax, two reps must be present to fax the ballot to the provided fax number.
7. Write the # from the ballot stub on the application -- the application will serve as the poll slip. The ballot is then attached to the application for accountability. **If the ballot is too large to be faxed, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack and attached to the request form if an image is sent to track ballot use.) During Primary Elections, ballot type must also be noted.
8. Ballot is faxed to voter along with the waiver form, instructions and the notice of official write-in list. A cover sheet noting the number of pages and the times the ballot can be faxed back must be included. The Federal Voting Assistance Program fax number is 1-800-368-8683 or (703)693-5527.
9. Voter votes ballot.
10. After voting, the voter returns the ballot by fax to a designated fax number to the Federal Voting Assistance Program with the completed waiver. The ballot cannot be accepted without a completed waiver.
11. Ballot and waiver are faxed to reps between 10 a.m. and 4 p.m. during the entire period of Early Voting and on election day during the agreed upon time by the Federal Voting Assistance Program officer.
12. Reps indicate receipt of ballot on permanent record.
13. Reps place voted ballot in absentee ballot envelope labeled with the correct precinct on it. The waiver is then kept on record with the other absentee materials but is **not** sent to the precinct. The envelope is then placed in the ballot box.
14. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
15. Maintain list of absentee by fax voters (name, address, dates, ID – if applicable, reason)
16. Ballots will be processed at the polling place (see Processing the Ballot instructions for Paper Ballots) or entered on the designated iVotronic machine at the central count location (see Processing the Ballot instructions for Paper Ballots – DRE Counties).

## Paper Ballots - Issuing Ballots

### Absentee Voting by Fax – Provisional Ballots

1. Voter completes absentee by fax application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be faxed, the voter must be a member of the military, a family member of a military member, or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot, these provisional ballot procedures are followed. Reps complete reason for voting provisional ballot as indicated on provisional ballot form.
6. The ballot is faxed to the voter as a provisional along with the provisional ballot form, a provisional tracking form, the notice of official write-in candidate list and instructions. **If the ballot is too large to be faxed, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack and attached to the request form if an image is sent to track ballot use.) **DO NOT SIGN BALLOT!** A cover sheet noting the number of pages and the times the ballot can be faxed back must be included. The Federal Voting Assistance Program fax number is 1-800-368-8683 or (703)693-5527.
7. Voter casts ballot.
8. After voting, the voter completes provisional information on form and returns the ballot by fax to a designated fax number to the Federal Voting Assistance Program with provisional form and the completed waiver. The ballot cannot be accepted without a completed waiver.
9. Ballot and waiver are faxed to reps between 10 a.m. and 4 p.m. during the entire period of Early Voting and on election day during the agreed upon time by the Federal Voting Assistance Program officer.
10. Reps indicate receipt of ballot on permanent record.
11. Reps place voted ballot in the envelope labeled with the correct precinct number on it. The waiver is then kept on record with the other absentee materials but is **not** sent to the precinct. The envelope is then placed in the ballot box.
12. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
13. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, and provisional information).
14. **PROVISIONAL BALLOTS ARE NOT SENT TO THE POLLS FOR PROCESSING.** These ballots must go to the Canvassing Board.

## Paper Ballots - Issuing Ballots

### Absentee Voting by Email

1. Voter completes absentee by email application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be emailed, the voter must be a member of the military or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot by mail, fax or email, provisional ballot instructions are followed.
6. If voter is registered and applicant is eligible for absentee ballot by email, two reps must be present to submit the ballot to the provided email address.
7. Write the # from the ballot stub on the application -- the application will serve as the poll slip. The ballot is then attached to the application for accountability. **If the ballot is too large to be scanned for emailing, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack and attached to the request form if an image is sent to track ballot use.) During Primary Elections, ballot type must also be noted.
8. Reps are required to sign in to the FVAP server to forward ballot to the voter. Ballot, along with the waiver form, instructions and the notice of official write-in lists must be forwarded.
9. Voter receives notice that the ballot is available and prints ballot to be voted..
10. After voting, the voter returns the ballot by uploading the voted ballot along with the completed waiver form to the designated FVAP server. The ballot cannot be accepted without a completed waiver.
11. The reps are notified by email that a voted ballot is available for download. Reps sign into secure server and download/print appropriate ballot and waiver.
12. Reps indicate receipt of ballot on permanent record.
13. Reps place voted ballot in absentee ballot envelope labeled with the correct precinct on it. The waiver is then kept on record with the other absentee materials but is **not** sent to the precinct. The envelope is then placed in the ballot box.
14. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
15. Maintain list of absentee by email voters (name, address, dates, ID – if applicable, reason)
16. Ballots will be processed at the polling place (see Processing the Ballot instructions for Paper Ballots) or entered on the designated iVotronic machine at the central count location (see Processing the Ballot instructions for Paper Ballots – DRE Counties).

## Paper Ballots - Issuing Ballots

### Absentee Voting by Email – Provisional Ballots

1. Voter completes absentee by email application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be emailed, the voter must be a member of the military, a family member of a military member, or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot, these provisional ballot procedures are followed. Reps complete reason for voting provisional ballot as indicated on provisional ballot form.
6. The ballot is uploaded as a provisional along with the provisional ballot form, the waiver form, a provisional tracking form, the notice of official write-in candidate list and instructions. **If the ballot is too large to be imaged, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack and attached to the request form if an image is sent to track ballot use.) **DO NOT SIGN BALLOT!**
7. Voter downloads ballot, waiver, and provisional sheet from secure server. Voter casts ballot.
8. After voting, the voter completes provisional information on form and returns the ballot by uploading the ballot to the designated server provided by the Federal Voting Assistance Program with provisional form and the completed waiver. The ballot cannot be accepted without a completed waiver.
9. Reps receive notice that a ballot is available for download. Reps sign into secured server and download ballot, waiver, and provisional sheet.
10. Reps indicate receipt of ballot on permanent record.
11. Reps place voted ballot in the envelope labeled with the correct precinct number on it. The waiver is then kept on record with the other provisional absentee materials but is **not** sent to the precinct. The envelope is then placed in the ballot box.
12. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
13. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, and provisional information).
14. **PROVISIONAL BALLOTS ARE NOT SENT TO THE POLLS FOR PROCESSING.** These ballots must go to the Canvassing Board.

## **Paper Ballots - Processing Ballots**

### **Processing of Early Voting Ballots – (conducted at polling place)**

1. Ballot box is opened in presence of county clerk and two reps.
2. Envelopes containing early voting ballots are separated by precinct.
3. Envelopes containing early voting ballots are delivered to precinct --- ballots, applications, stubs, lists, etc. are sealed in carrier envelope and given to poll worker with precinct supplies.
4. Early voting ballots are processed at close of polls.
5. Envelope containing early voting ballots is opened.
6. Count number of early voted ballots and compare to list of voters voting early and by absentee.
7. Precinct envelope containing voted ballot is opened --- NOTE: There are no ballot stubs for early voted ballots. These stubs were removed by the reps in the absentee clerk's office.
8. Verify that the number of early voted ballots equals the number of voters on the early voted list.
9. Once the number of ballots is verified, open each envelope individually and place them in the ballot box with the Election Day ballots. Remember to maintain the voter's secrecy.
10. The ballot is then tallied with Election Day ballots.
11. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelope, the number of early voted ballots and the list of names on the list of voters voting early and by absentee.

### **Processing of Absentee Ballots by Mail/Fax/Email – (conducted at polling place)**

1. Ballot box is opened in presence of county clerk and two reps (opposite parties).
2. Envelopes containing absentee ballots by mail/fax/email are separated by precinct.
3. Envelopes containing absentee ballots by mail/fax/email are delivered to precinct --- ballots, applications, lists, etc. are sealed in carrier envelope and given to pollworker with precinct supplies.
4. Absentee ballots by mail/fax/email are processed at close of polls.
5. Envelope containing absentee ballot by mail/fax/email is opened.
6. Verify that the number of absentee ballots equals the number of voters on the absentee voted lists.
7. Once the number of ballots is verified, open each envelope individually. Remember to maintain the voter's secrecy. Verify that each faxed ballot is accompanied with a privacy waiver form; if one is not included, the ballot cannot be counted.
8. Do not complete poll ticket for absentee ballots – application serves as poll ticket.
9. Detach ballot stub from ballot if applicable.
10. String ballot stubs—keep absentee stubs separate from Election Day stubs.
11. Each ballot is then placed in the ballot box to be tallied with Election Day ballots including absentee ballots by fax.
12. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelope the number of early voted ballots and the list of names on the list of voters voting early and by absentee. Absentee ballots by fax/email must be noted as well.

NOTE: Before beginning the count of the ballots, the absentee and early voting ballots should be mixed with the Election Day ballots to maintain voter secrecy. Votes from early voting ballots and absentee ballots are tallied with ballots from Election Day and posted with precinct totals.

## **Paper Ballots - Processing Ballots**

### **Processing of Absentee Ballots by Mail/Fax/Email – DRE Counties**

1. Ballot box is opened in presence of county clerk and two reps.
2. Envelopes containing absentee ballots by mail/fax/email are separated by precinct. Process one precinct at a time.
3. Verify that the number of absentee ballots equals the number of voters on the absentee voted list.
4. Once the number of ballots is verified, open each inner envelope.  
Remember to maintain the voter's secrecy. Verify that each faxed/emailed ballot is accompanied with a privacy waiver form; if one is not included, the ballot cannot be counted and should be placed with the provisional ballots to be presented to the board of canvassers.
5. Do not complete poll ticket for absentee ballots – application serves as poll ticket.
6. Detach ballot stub from ballot if applicable.
7. String ballot stubs.
8. The ballots are then placed in a location separate from the envelopes.
9. A second team of reps (opposite parties) shuffles the ballots and moves them to the designated DRE.
10. Each ballot is entered into the DRE after the ballot is read aloud.
11. The votes are **not** tallied until Election Day results are tallied at the central count location.
12. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelopes to the number of early voted ballots and the list of names on the list of voters who voted early or by absentee ballot. Absentee ballots by fax/email must be noted as well.



## Optical Scan Ballots - Issuing Ballots

### Early Voting in Person

1. Check to see if voter is on voter registration records.
2. Voter signs poll book (poll slip). Reps record ballot stub number on poll ticket stub along with the ballot type during Primary Elections.
3. If voter is not registered, do not proceed with these instructions... provisional ballot procedures are followed.
4. If voter is registered, two reps sign ballot.
5. Reps give ballot and secrecy sleeve to voter.
6. Voter either goes to the AutoMARK or to a voting booth to mark the ballot.
7. Voter returns ballot and poll ticket stub to reps.
8. Reps remove ballot stub.
9. Reps place ballot into ballot box for early voted ballots using secrecy sleeve – ballot boxes are secured by two locks. (If an m100 is utilized with a ballot box, the voter places the ballot into the machine after the stub is removed by the poll worker.)
10. Reps string poll ticket stub with ballot stub.
11. End of day --- state law requires accountability for all ballots. One usable method that could be used to account for ballots is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
12. Maintain list of early voters (name, address, date, ID – if applicable).
13. Ballots are processed at the central counting center on election day and counted at the central counting center on election night after 7:30 p.m. (see Processing Ballots instructions for Optical Scan Ballots).

### Early Voting in Person – Provisional Ballots

1. Check to see if voter is on voter registration records.
2. If voter is not registered, follow provisional ballot procedures.
3. Voter signs poll book (poll slip) and marks “provisional ballot” box.
4. Reps give ballot and blank envelope to voter. **DO NOT SIGN BALLOT!**
5. Voter goes to voting booth to mark ballot and places provisional ballot into blank envelope.
6. Voter returns envelope containing ballot to reps.
7. Reps place blank envelope containing ballot into challenge ballot envelope.
8. Reps complete information on challenge ballot envelope, seal envelope, and give voter provisional ballot tracking slip.
9. Challenge envelope containing ballot is maintained in secure location.
10. Challenge envelope containing ballot remains unopened until canvass.
11. End of day --- state law requires accountability of all ballots. One usable method to account for ballots is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
12. Maintain list of early voters (name, address, date, ID – if applicable).
13. **PROVISIONAL BALLOTS ARE NOT PROCESSED AT THE CENTRAL COUNTING CENTER ON ELECTION NIGHT.** These ballots must go to the Canvassing Board.

## **Optical Scan Ballots - Issuing Ballots**

### **Absentee Voting by Mail**

1. Voter completes application.
2. Application sent to absentee clerk (by mail, by fax or hand-delivered).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility.
5. If voter is not registered or applicant is not eligible for absentee ballot, follow provisional ballot instructions.
6. Application serves as poll ticket stub and must include the ballot type sent during Primary Elections.
7. If voter is registered and applicant is eligible for absentee ballot, two reps sign ballot.
8. Ballot is mailed to voter, along with Envelope #1 (precinct envelope), Envelope #2 (postage paid envelope), notice of official write-in candidate list, instructions and marking device – where applicable.
9. Voter casts ballot.
10. After voting, the voter places ballot in Envelope #1 (precinct envelope) and seals envelope.
11. Voter places Envelope #1 (precinct envelope) into Envelope #2 (postage paid envelope) and seals envelope.
12. Voter completes information on Envelope #2 (postage paid envelope).
13. Ballot is returned to absentee clerk.
14. Reps indicate receipt of ballot on permanent record and Envelope #2 (postage paid envelope).
15. Reps open Envelope #2 (postage paid envelope) and place Envelope #1 (precinct envelope) into ballot box for absentee voting by mail – secured by two locks (one key kept by president of commission and other kept by county clerk).
16. Envelope #2 (postage paid envelope) must be maintained with other election materials.
17. End of day --- state law requires accountability for all ballots. One usable method to account for ballots is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
18. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason).
19. Ballots will be processed at the central counting center on election day and counted at the central counting center on election night after 7:30 p.m. (see Processing Ballot instructions for Optical Scan Ballots).

## Optical Scan Ballots - Issuing Ballots

### Absentee Voting by Mail – Provisional Ballots

1. Voter completes application.
2. Application sent to absentee clerk (by mail, by fax or hand-delivered).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility.
5. If voter is not registered or applicant is not eligible for absentee ballot, follow provisional ballot procedures.
6. Application serves as poll ticket stub. Ballot type must be noted during Primary Elections.
7. Unsigned ballot is mailed to voter, along with Envelope #1 (precinct envelope), Envelope #2 (postage paid envelope), provisional ballot tracking slip, notice of official write-in candidate list, instructions and marking device—**DO NOT SIGN BALLOT!**
8. Reps complete reason for voting provisional ballot as indicated on Envelope #2 (postage paid envelope).
9. Voter casts ballot.
10. After voting, the voter places ballot in Envelope #1 (precinct envelope) and seals envelope.
11. Then voter places Envelope #1 (precinct envelope) into Envelope #2 (postage paid envelope) and seals envelope.
12. Voter completes provisional information on Envelope #2 (postage paid envelope) and signs envelope.
13. Ballot is returned to absentee clerk.
14. Reps indicate receipt of ballot on permanent record and Envelope #2 (postage paid envelope).
15. Envelope #2 (postage paid envelope) remains sealed until canvass.
16. End of day --- state law requires accountability for all ballots. One method to account for ballots is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
17. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, provisional information).
18. **PROVISIONAL BALLOTS ARE NOT PROCESSED AT THE CENTRAL COUNTING CENTER ON ELECTION NIGHT.** These ballots must go to the Canvassing Board.

## Optical Scan Ballots - Issuing Ballots

### Absentee Voting by Fax

1. Voter completes absentee by fax application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be faxed, the voter must be a member of the military, a family member of a military member, or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot by mail, provisional ballot instructions are followed.
6. If voter is registered and applicant is eligible for absentee ballot by fax, two reps must be present to fax the ballot to the provided fax number.
7. Write the # from the ballot stub on the application -- the application will serve as the poll slip. The ballot is then attached to the application for accountability. **If the ballot is too large to be faxed, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack if an image is sent to track ballot use.) During Primary Elections, ballot type must be noted.
8. Ballot is faxed to voter along with the waiver form, instructions and the notice of official write-in list. A cover sheet noting the number of pages and the times the ballot can be faxed back must be included. The Federal Voting Assistance Program fax number is 1-800-368-8683 or (703)693-5527.
9. Voter casts ballot.
10. After voting, the voter returns the ballot by fax to a designated fax number to the Federal Voting Assistance Program with the completed waiver. The ballot cannot be accepted without a completed waiver.
11. Ballot and waiver are faxed to reps between 10 a.m. and 4 p.m. during the entire period of Early Voting and on election day during the agreed upon time by the Federal Voting Assistance Program officer.
12. Reps indicate receipt of ballot on permanent record.
13. Reps place voted ballot and waiver in absentee by fax envelope labeled with the correct precinct number on it. The envelope is then placed in the ballot box.
14. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
15. Maintain list of absentee by fax voters (name, address, dates, ID – if applicable, reason)
16. Ballots will be processed at the central count location.

## Optical Scan Ballots - Issuing Ballots

### Absentee Voting by Fax – Provisional Ballots

1. Voter completes absentee by fax application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be faxed, the voter must be a member of the military, a family member of a military member, or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot, these provisional ballot procedures are followed. Reps complete reason for voting provisional ballot as indicated on provisional ballot form.
6. The ballot is faxed to the voter as a provisional along with the provisional ballot form, a provisional tracking form, the notice of official write-in candidate list and instructions. **If the ballot is too large to be faxed, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack if an image is sent to track ballot use.) **DO NOT SIGN BALLOT!** A cover sheet noting the number of pages and the times the ballot can be faxed back must be included. The Federal Voting Assistance Program fax number is 1-800-368-8683 or (703)693-5527. During Primary Elections, ballot type must be noted.
7. Voter casts ballot.
8. After voting, the voter completes provisional information on form and returns the ballot by fax to a designated fax number to the Federal Voting Assistance Program with provisional form and the completed waiver. The ballot cannot be accepted without a completed waiver.
9. Ballot and waiver are faxed to reps between 10 a.m. and 4 p.m. during the entire period of Early Voting and on election day during the agreed upon time by the Federal Voting Assistance Program officer.
10. Reps indicate receipt of ballot on permanent record.
11. Reps place voted ballot and waiver in absentee by fax envelope labeled with the correct precinct number on it. The envelope is then placed in the provisional ballot envelope.
12. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
13. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, and provisional information).
14. **PROVISIONAL BALLOTS ARE NOT SENT TO THE POLLS FOR PROCESSING.** These ballots must go to the Canvassing Board.

## Optical Scan Ballots - Issuing Ballots

### Absentee Voting by Email

1. Voter completes absentee by fax application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be emailed, the voter must be a member of the military, a family member of a military member, or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot by email, provisional ballot instructions are followed.
6. If voter is registered and applicant is eligible for absentee ballot by email, two reps must be present to email the ballot to the provided email address.
7. Write the # from the ballot stub on the application -- the application will serve as the poll slip. The ballot is then attached to the application for accountability. **If the ballot is too large to be imaged, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack if an image is sent to track ballot use.) During Primary Elections, ballot type must be noted.
8. Reps sign in to secure server and email ballot along with the waiver form, instructions and the notice of official write-in list to voter.
9. Voter logs in to secure server and downloads/prints ballot. Voter casts ballot.
10. After voting, the voter returns the ballot by email by uploading the ballot with the completed waiver to the secure server. The ballot cannot be accepted without a completed waiver.
11. Reps receive notification that ballot is available for download. Reps sign into the secure server and download/print ballot along with the waiver.
12. Reps indicate receipt of ballot on permanent record.
13. Reps place voted ballot and waiver in absentee by email envelope labeled with the correct precinct number on it. The envelope is then placed in the ballot box.
14. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
15. Maintain list of absentee by email voters (name, address, dates, ID – if applicable, reason)
16. Ballots will be processed at the central count location.

## Optical Scan Ballots - Issuing Ballots

### Absentee Voting by Email – Provisional Ballots

1. Voter completes absentee by email application.
2. Application sent to absentee clerk (by mail or by fax).
3. Check to see if voter is on voter registration records.
4. Absentee clerk reviews application for eligibility. In order for the ballot to be emailed, the voter must be a member of the military, a family member of a military member, or an overseas citizen.
5. If voter is not registered or applicant is not eligible for absentee ballot, these provisional ballot procedures are followed. Reps complete reason for voting provisional ballot as indicated on provisional ballot form.
6. The ballot is then uploaded to the FVAP server to the voter as a provisional along with the provisional ballot form, a provisional tracking form, a waiver form, the notice of official write-in candidate list and instructions. **If the ballot is too large to be imaged, a ballot substitute as defined on page 5 may be used.** (A ballot must still be removed from the stack if an image is sent to track ballot use.) During Primary Elections, ballot type must be noted. **DO NOT SIGN BALLOT!**
7. Voter signs into the secured server and downloads/prints the ballot, waiver, and provisional ballot form. Voter casts ballot.
8. After voting, the voter completes provisional information on form and returns the ballot by uploading the ballot with provisional form and the completed waiver. The ballot cannot be accepted without a completed waiver.
9. Reps receive notification that a ballot is available for download. Reps login into the secure server and download/print the ballot, waiver and provisional ballot form.
10. Reps indicate receipt of ballot on permanent record.
11. Reps place voted ballot and waiver in absentee by email envelope labeled with the correct precinct number on it. The envelope is then placed in the provisional ballot envelope.
12. End of day --- state law requires accountability for all ballots. One usable method to account for ballot is to compare the number of ballots voted, the number of ballots not voted, the number of ballots spoiled and the number of ballots mailed.
13. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, and provisional information).
14. **PROVISIONAL BALLOTS ARE NOT SENT TO THE POLLS FOR PROCESSING.** These ballots must go to the Canvassing Board.

## **Optical Scan Ballots – Processing Ballots**

### **Processing of Early Voting Ballots – (conducted at central counting center)**

1. Ballot box containing early voting period ballots is delivered to central counting center.
2. Ballot box is opened in presence of county clerks and two reps (opposite parties).
3. Ballots are delivered to tabulator where ballots with write-in votes are separated.
4. Write-in votes are tallied.
5. Vote tallies are combined with precinct totals --- early voted ballots are not considered as a precinct for reporting vote totals.
6. Process is repeated for all precincts.
7. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelopes, the number of early voted ballots and the list of names on the list of voters voting early and by absentee.

### **Processing of Absentee Ballots by Mail – (conducted at central counting center)**

1. Ballot box containing mail-in absentee ballots is delivered to central counting center.
2. Ballot box is opened in presence of county clerks and two reps (opposite parties).
3. Envelope of mail-in absentee ballot is opened.
4. Ballot stub is removed and strung.
5. Ballots are delivered to tabulator where ballots with write-in votes are separated.
6. Write-in votes are tallied.
7. Vote tallies are combined with precinct totals --- absentee ballots are not considered as a precinct for reporting vote totals.
8. Process is repeated for all precincts.
9. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelopes, the number of early voted ballots and the list of names on the list of voters voting early and by absentee.

### **Processing of Absentee Ballots by Fax/Email – (conducted at central counting center)**

1. Ballot box containing absentee ballots by fax/email is delivered to central counting center.
2. Ballot box is opened in presence of county clerks and two reps.
3. Envelope of absentee ballot by fax is opened.
4. Ballot is placed before the resolution team to be numbered and duplicated similar to Election Day ballot. Once complete, ballot is processed as an absentee by mail ballot.
5. Ballots are delivered to tabulator where ballots with write-in votes are separated.
6. Write-in votes are tallied.
7. Vote tallies are combined with precinct totals --- absentee ballots are not considered as a precinct for reporting vote totals.
8. Process is repeated for all precincts.
9. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelopes, the number of early voted ballots and the list of names on the list of voters voting early and by absentee.



## **DRE (Direct Recording Electronic) – Issuing Ballots**

### **Absentee Voting by Mail (follow paper ballot instructions)**

### **Absentee Voting by Fax/Email (follow paper ballot instructions)**

### **Early Voting in Person**

1. Check to see if voter is on voter registration records.
2. If voter is not registered, do not proceed with these instructions. Follow the provisional ballot procedures.
3. If voter is registered, voter casts ballot electronically.
4. Voter signs poll slip.
5. Rep escorts voter to DRE (Note: In primary elections, the rep takes poll slip stub and voter to DRE. Poll slip stub is marked as to what party ballot voter voted.).
6. DRE is activated.
7. Appropriate ballot style is selected.
8. Rep leaves poll booth.
9. Voter votes.
10. Voter leaves polling place.
11. End of day --- all ballots must be accounted for by comparing the public count of all DREs to the number of poll slips stubs and provisional ballot forms.
12. Maintain list of early voters (name, address, date, ID – if applicable).

### **Early Voting in Person – Provisional Ballots**

1. Check to see if voter is on voter registration records.
2. If voter is not registered, follow provisional ballot procedures.
3. Voter signs poll book (poll slip) and marks “provisional ballot” box. During Primary Elections, ballot type must also be noted.
4. Rep takes voter and “provisional ballot” form to DRE and gives voter provisional ballot tracking slip.
5. DRE is activated.
6. Rep selects provisional ballot procedures.
7. Code from provisional ballot form is entered.
8. Appropriate ballot style is selected.
9. Rep leaves poll booth and places provisional ballot form in designated envelope.
10. Voter votes.
11. Voter leaves polling place.
12. End of day --- all ballots must be accounted for by comparing the combined count of all DREs to the number of poll slip stubs and provisional ballot forms.
13. Maintain list of early voters (name, address, date, ID – if applicable, provisional information).

## **DRE (Direct Recording Electronic) – Processing Ballots**

### **Processing of Early Voting Ballots – (conducted at central counting center)**

1. Remove voter verifiable paper ballot roll, seal for storage and further canvassing procedures.
2. The Master PEB is used to close the polling location. The flashcards containing vote totals from early voting are collected and stacked for tabulation. (NOTE: provisional ballots are not tabulated at this time – they are reviewed at canvass.)
3. After pre-tabulating testing following procedures in the iVotronic manual, the flashcard(s) containing vote totals from early voting is inserted into the flashcard reader to upload the results in the same manner as Election Day results.
4. Write-in votes are tabulated simultaneously with other votes.
5. All ballots must be accounted for. This can be done by comparing public count numbers to early voting lists.
7. Maintain list of early and absentee voters (name, address, dates, ID – if applicable, reason).
8. Process is repeated for all precincts.

### **Processing of Absentee Ballots by Mail/Fax – (conducted on election day)**

1. Ballot box is opened in presence of county clerk and two reps.
2. Envelopes containing absentee ballots by mail/fax/email are separated by precinct. Process one precinct at a time.
3. Verify that the number of absentee ballots equals the number of voters on the absentee voted list.
4. Once the number of ballots is verified, open each inner envelope. Remember to maintain the voter's secrecy. Verify that each absentee ballot by fax/email is accompanied with a voter's privacy waiver form. If one is not with the ballot, the ballot can not be tabulated and must be forwarded to the canvassing board.
5. Do not complete poll ticket for absentee ballots – application serves as poll ticket.
6. Detach ballot stub from ballot if applicable.
7. String ballot stubs.
8. Place the ballots in a location separate from the envelopes.
9. A second team of reps (opposite parties) shuffles the ballots and moves them to the designated DRE.
10. Each ballot is read aloud and entered into the DRE. The voter's privacy must be maintained.
11. The votes are **not** tallied until Election Day results are tallied at the central count location. This task must be completed in the public; however vote tabulations can not be released until 7:30 pm.
12. State law requires accountability for all ballots. One usable method to account for ballots is to compare the number of precinct envelopes to the number of early voted ballots and the list of names on the list of voters who voted early or by absentee ballot. Absentee ballots by fax/email must be recorded as well.

**NOTE: Votes from early voting ballots and absentee ballots are tallied with ballots from Election Day and posted with precinct totals.**

## **Emergency Absentee Voting**

1. Request for emergency absentee ballot is received by absentee clerk (request can be either from voter or a member of voter's family on behalf of the voter.)
2. A team of emergency absentee ballot commissioners takes application to vote emergency absentee ballot and absentee ballot (along with any information / supplies specific to voting system) to voter.
3. Voter must complete application to vote an emergency absentee ballot.
4. The emergency absentee ballot commissioners also sign application.
5. Voter casts ballot.
6. After voting, the voter places ballot in Envelope #1 (precinct envelope) and seals envelope.
7. Voter places Envelope #1 (precinct envelope) into Envelope #2 (postage paid envelope) and seals envelope.
8. Voter completes information on Envelope #2 (postage paid envelope) and signs envelope.
9. Ballot is returned by emergency absentee voting clerks to absentee clerk.
10. Application is reviewed for eligibility.
11. If voter is not eligible, follow the provisional ballot instructions for the voting system.
12. Reps indicate receipt of ballot on permanent record and Envelope #2 (postage paid envelope).
13. Process ballot according to voting system.
14. State law requires accountability for all ballots.
15. Maintain list of absentee voters (name, address, dates, ID – if applicable, reason, and provisional information, if applicable).

## **Procedures for Handling Absentee Ballots when Ballot is Changed AFTER Absentee Voting Begins**

West Virginia Code §3-1-21(f)

All ballots received by the clerk that are voted on the wrong ballot must be a provisional ballot. At the canvass, the board of canvassers shall determine that all votes cast on the ballot should be counted except those cast for the improper portion of the ballot (unless another valid challenge exists against the voter).

New ballots should be provided to all absentee voters to allow them to vote on a proper ballot. All of these ballots must also be challenged when received by the clerk because the voter can cast two ballots. At the canvass, the board of canvassers will determine that the original votes cast on an improper ballot should be thrown out, and count the votes cast on the corrected ballots in instances where the clerk receives both ballots from the voter (improper and corrected). If the clerk only receives original ballot after providing the corrected ballot, the board of canvassers shall determine that all votes cast on the ballot should be counted except those cast for the improper portion of the ballot (unless another valid challenge exists against the voter).

In order to facilitate this situation, the clerk must keep meticulous records and try to get new ballots delivered to the absentee voters as soon as possible. State law allows for errors to be corrected by either reprinting the ballot or by placing labels on the ballots.

### **Procedures for Using Labels to Make Correction**

- \* **Do not process any absentee ballots until correction labels are received.**
  - if voter comes in person to vote early and insists on voting, explain that a correction to the ballot is being made but that the corrected ballot is not available yet. If voter still wants to vote, give the improper ballot to the voter and mark it “provisional”.
- \* **You may handle the correction in one of the following ways:**
  - 1) Correction labels may be placed on ballots by poll workers.

Advantages:

    - do not have to open sealed ballots before election day
    - do not have to try to seal ballots back
    - do not have to pay extra workers to place labels on ballots
    - use only labels as needed

Disadvantages:

    - poll workers forgetting to place label on ballot
    - may draw attention to candidate who is being added
    - label must not cover any other portion of the ballot
  - 2) Correction labels placed on ballots at clerk’s office:

Advantages:

    - every ballot has label
    - do not have to depend on poll workers to remember to affix sticker

Disadvantages:

- have to open sealed ballot packages
- have to try to re-seal ballot packages
- very time-consuming
- ballots that will probably not be used will have to have labels affixed
- possibly have to pay extra workers (or ballot commissioners) to come in to affix labels on ballots
- label must not cover any other portion of the ballot

**Procedures for Using Processing Voted Ballots containing Errors**

- 1) In-person Early Voter receives ballot BEFORE correction is made:
  - challenge ballot containing error
  - try to contact voter and inform him/her of error
  - challenge corrected ballot if voter comes in to vote corrected ballot due to fact that voter has now voted two ballots
  - IF the corrected ballot is voted, the provisional ballot containing the error is not counted at canvass
  - IF the corrected ballot is NOT voted, the provisional ballot containing the error IS counted at canvass EXCEPT for office containing error
- 2) By mail Absentee Voter votes ballot BEFORE correction is made:
  - ballot containing error is marked "provisional"
  - issue corrected ballot to voter w/letter explaining situation
  - corrected ballot is also marked "provisional" due to fact that voter has now voted two ballots
  - IF the corrected ballot is returned to clerk voted, the provisional ballot containing the error IS counted at canvass EXCEPT for office containing error.